

Get Productive!

Less Stress, More Fun, More Done

Susan Negen





**“To achieve your vision
both you and your business
must change.”**

~ Steve Frazee



- 1. ENERGY**
- 2. TIME**
- 3. FOCUS**

Q: Which component of productivity is most troublesome for you?

Energy

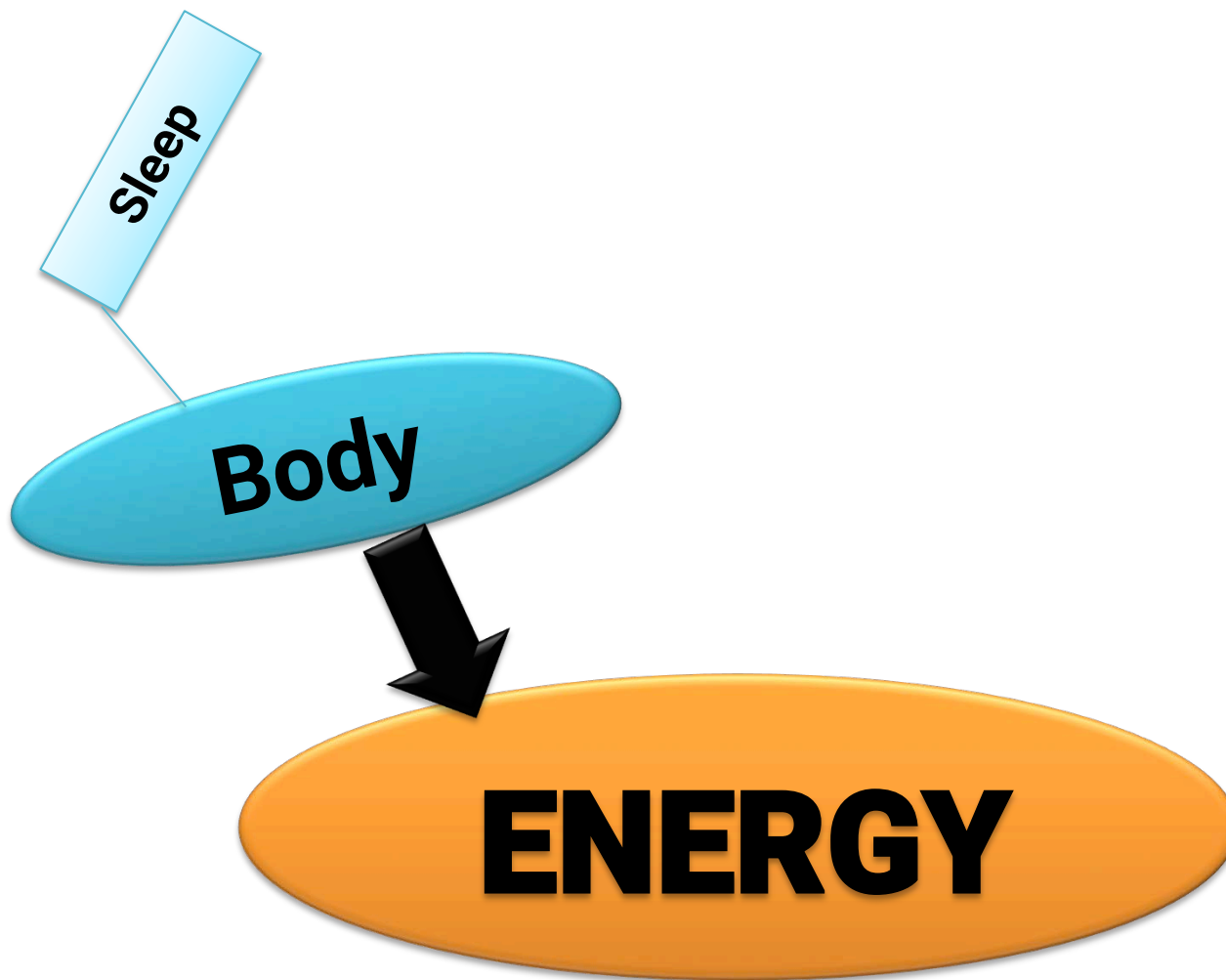
Time

Focus



**“You are the Power Plant.
You don’t have energy,
you CREATE energy.”**

~ Brendon Buchard



Q: How much sleep do you get each night?

- Less than 4 hours**
- 4-6 hours**
- 6-7 hours**
- 7-8 hours**
- More than 8 hours**



Sleep Cycle

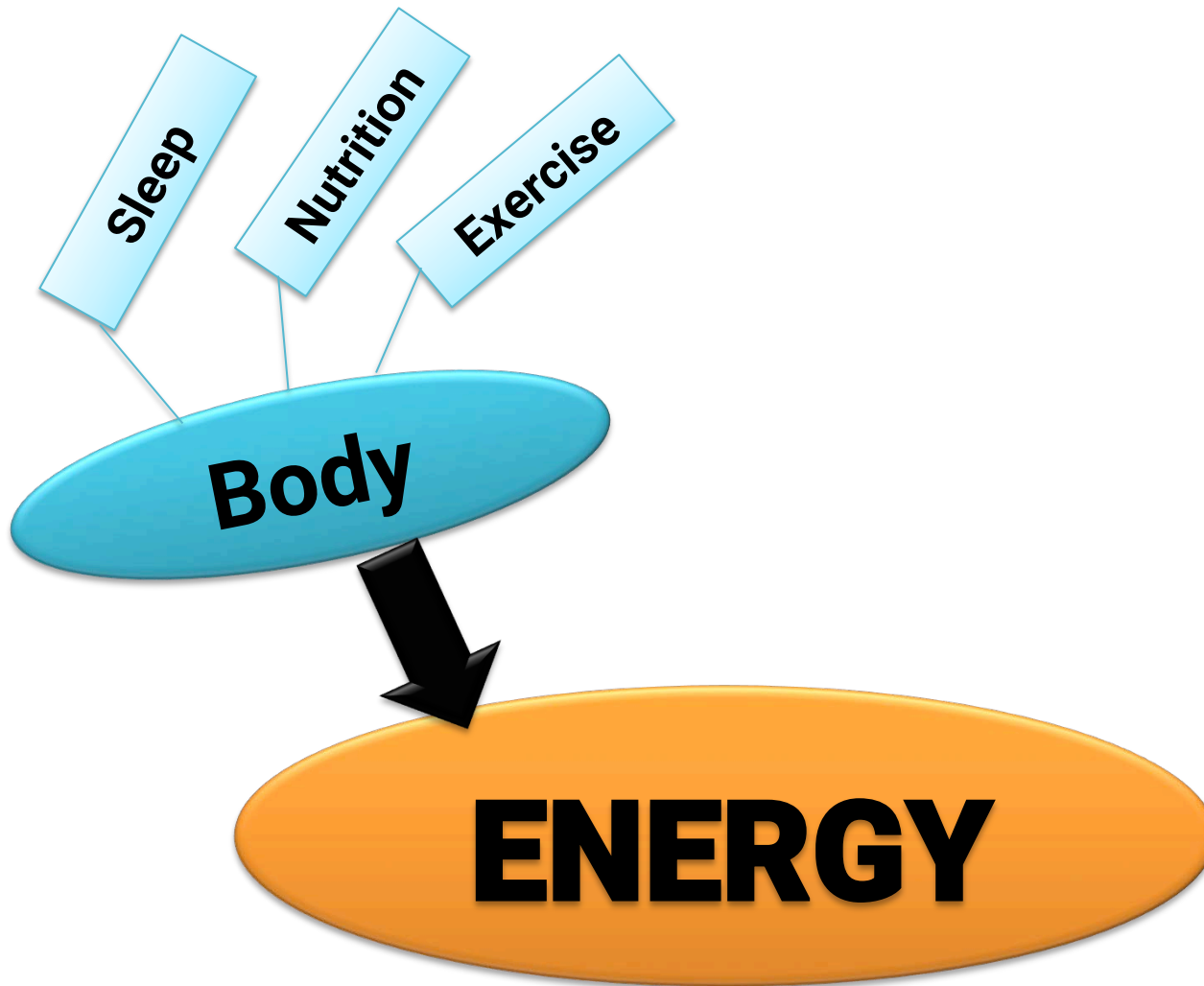


Sleep Time



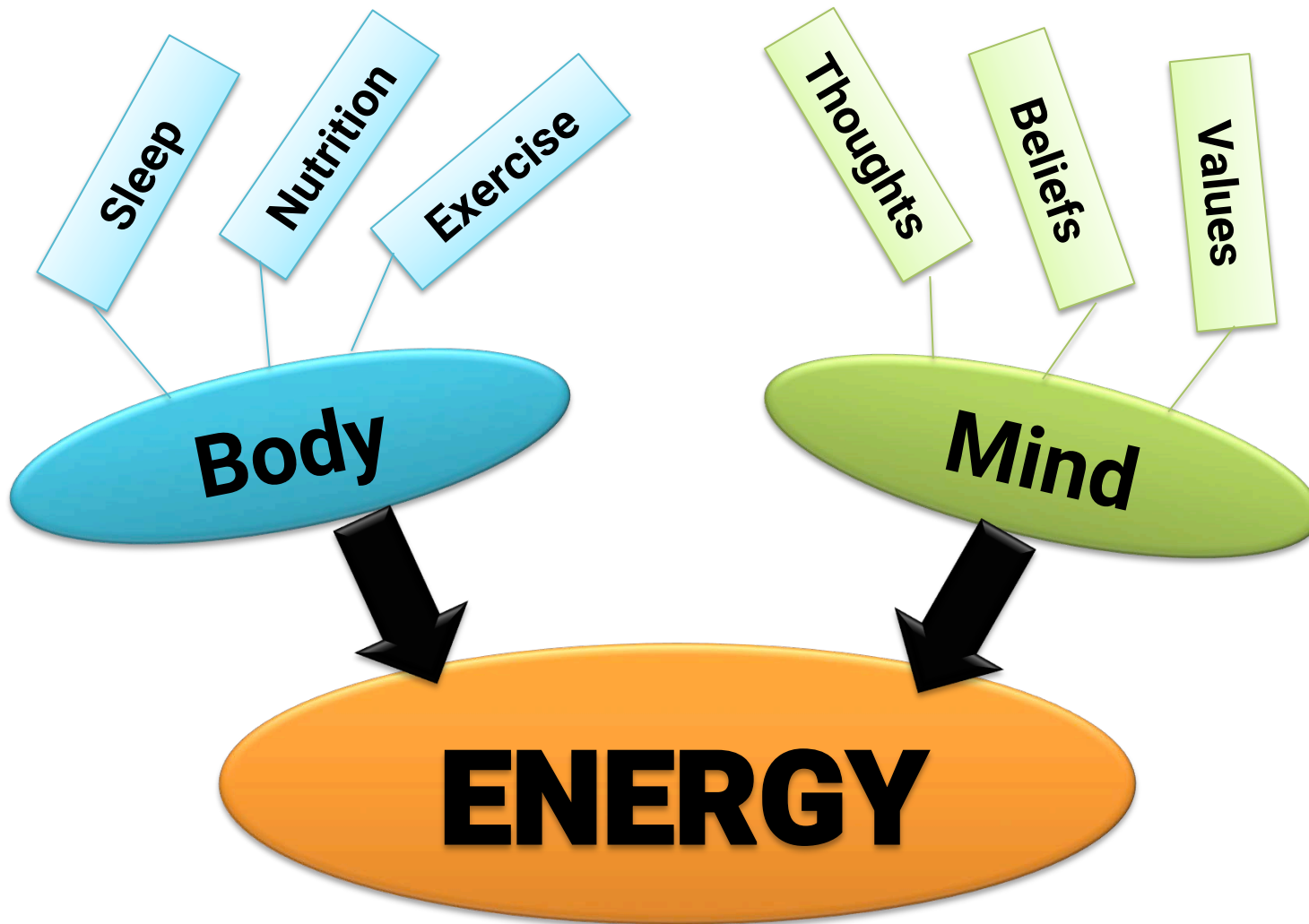
Pillow



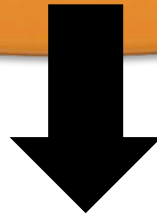


Q: How often do you exercise each week?

- 0 days
- 1-2 days
- 3-5 days
- 6-7 days



ENERGY



WORK



Your #1 Problem...



TIME



Manage your
WORK
not your
TIME



The Retailers Time System

1. Flex Time
2. Focus Time
3. Floor Time
4. Free Time



Flex Time



Don't Confuse Activity for Results

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Beware of “Time Vampires”

1: E-mail, Facebook, and texts

2: Friends and family

3: The Web!





Most Bizarre Medical Conditions On...
PopNom



40 Child Stars Who Grew Up to Be the Sexiest Women in Hollywood

Today's Info



I Grew My Armpit Hair Out For A Month And This Is What Happened

It didn't go smoothly...

Sarah Burton an hour ago 52 responses



Hillary Clinton wants to open secret UFO files



**“Stop Majoring
In The Minor!”**

- Larry Winget



Floor Time



Floor Time



Put yourself on the schedule!

The screenshot displays a scheduling software interface. At the top, there is a navigation bar with tabs for DASHBOARD, SCHEDULER, ATTENDANCE, and WORKCHAT. The user's name, Clark, is visible in the top right corner. The main area shows a weekly schedule for the period Mar 13 - Mar 19, 2017. The schedule is organized into columns for each day of the week and rows for each employee. Shifts are represented by colored blocks with labels such as '4p - 9:30p BARISTA' or '12p - 10p MANAGER'. Some cells are marked 'UNAVAILABLE'. A sidebar on the left provides filters for shifts and positions, and a summary row at the bottom shows total hours and costs for each day.

EMPLOYEES	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	SUN 19
OpenShifts							
Bruce Wayne (0/35.5/40)	4p - 9:30p BARISTA	2p - 9:30p BARISTA	2p - 9:30p BARISTA		2p - 9:30p BARISTA	2p - 9:30p BARISTA	
Charles Xavier (0/40/40)		12p - 10p MANAGER			7a - 5p MANAGER	12p - 10p MANAGER	12p - 10p MANAGER
Clark Kent (0/50/30)	12p - 10p MANAGER	UNAVAILABLE	7a - 5p MANAGER	7a - 5p MANAGER	12p - 10p MANAGER		7a - 5p MANAGER
Diana Prince (0/18.5/30)	7a - 2p BARISTA			7a - 2p BARISTA	3p - 9:30p BARISTA		
Loki Laufeyson (0/0/40)							
Magnus Eisenhardt (0/18.5/20)		3p - 9:30p BARISTA		7a - 2p BARISTA			4p - 9:30p BARISTA
Matthew Murdock (0/14/20)	2p - 9:30p BARISTA		3p - 9:30p BARISTA				
Oroon Monroe (0/34.5/40)	7a - 2p BARISTA	7a - 2p BARISTA	7a - 2p BARISTA	2p - 9:30p BARISTA		UNAVAILABLE	2p - 9:30p BARISTA
Peter Parker (0/32.5/35)		7a - 2p BARISTA	7a - 2p BARISTA		7a - 2p BARISTA	7a - 2p BARISTA	7a - 2p BARISTA
Raven D (0/0/25)				UNAVAILABLE			
Reed Richards (0/31.5/40)	3p - 9:30p BARISTA		4p - 9:30p BARISTA		7a - 2p BARISTA	7a - 2p BARISTA	7a - 2p BARISTA
393.50 hours	\$9.00	\$9.00	\$9.00	\$9.00	\$2.50	\$2.50	\$2.50

Focus Time



**“Chunk” your time
to get more done.**



Free Time



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Q: How many **FREE DAYS** do you take each month?

- 0-2 free days**
- 3-4 free days**
- 5-10 free days**
- More than 10 free days**

Free Time

Tinfoil Medal Day



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Free Time

Silver Medal Day



Free Time

Gold Medal Day



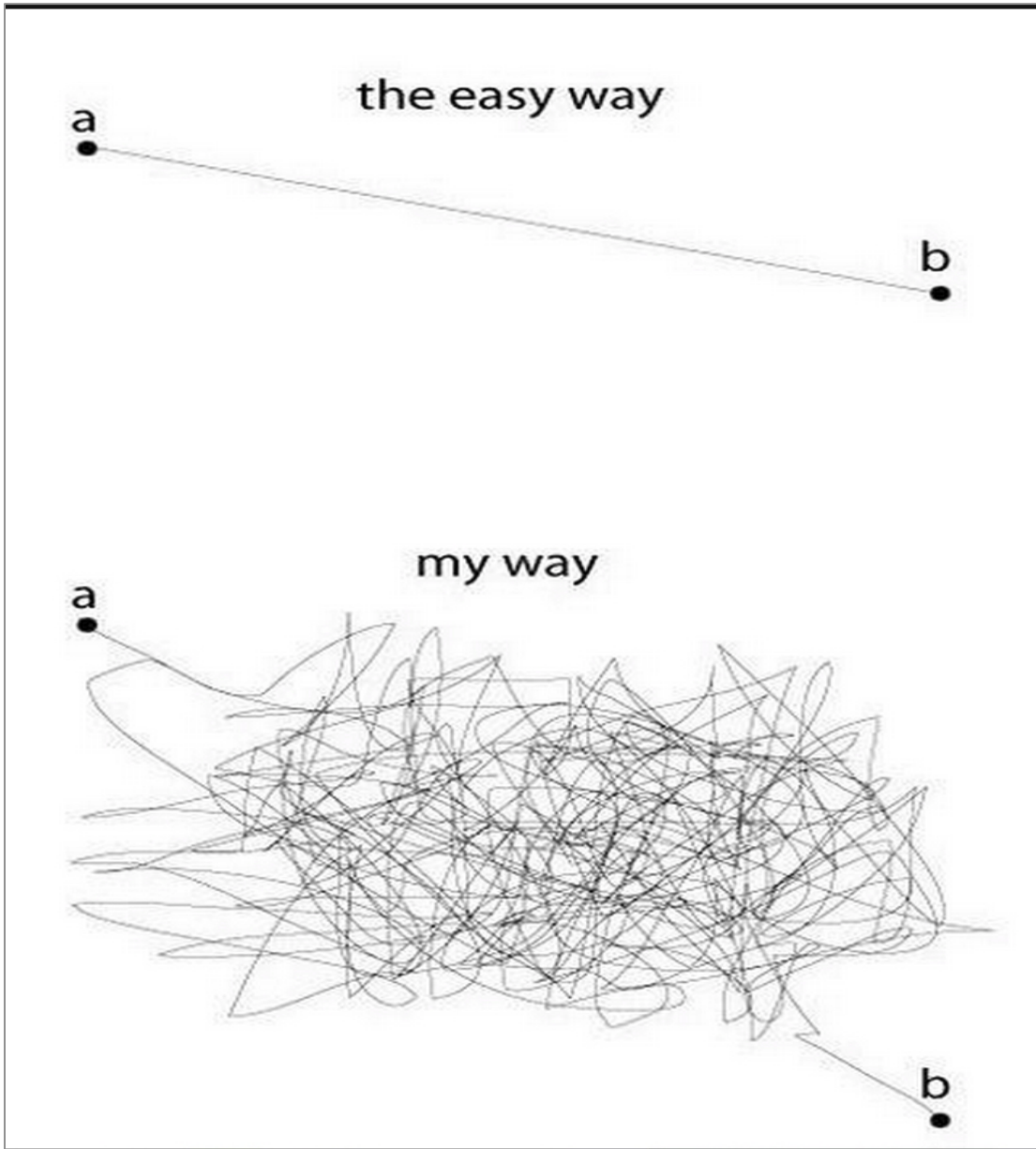
“I have not been this happy in a very long time. I now feel energized and eager to tackle issues that need resolving at the store.

To anyone reading this, if you think the Free Day concept is not that important – IT IS. Don't wait to get depressed like I did. Enjoy a Free Fun Day this week.”

~ Steven Elliott, Fundemonium, Rohnert Park, CA



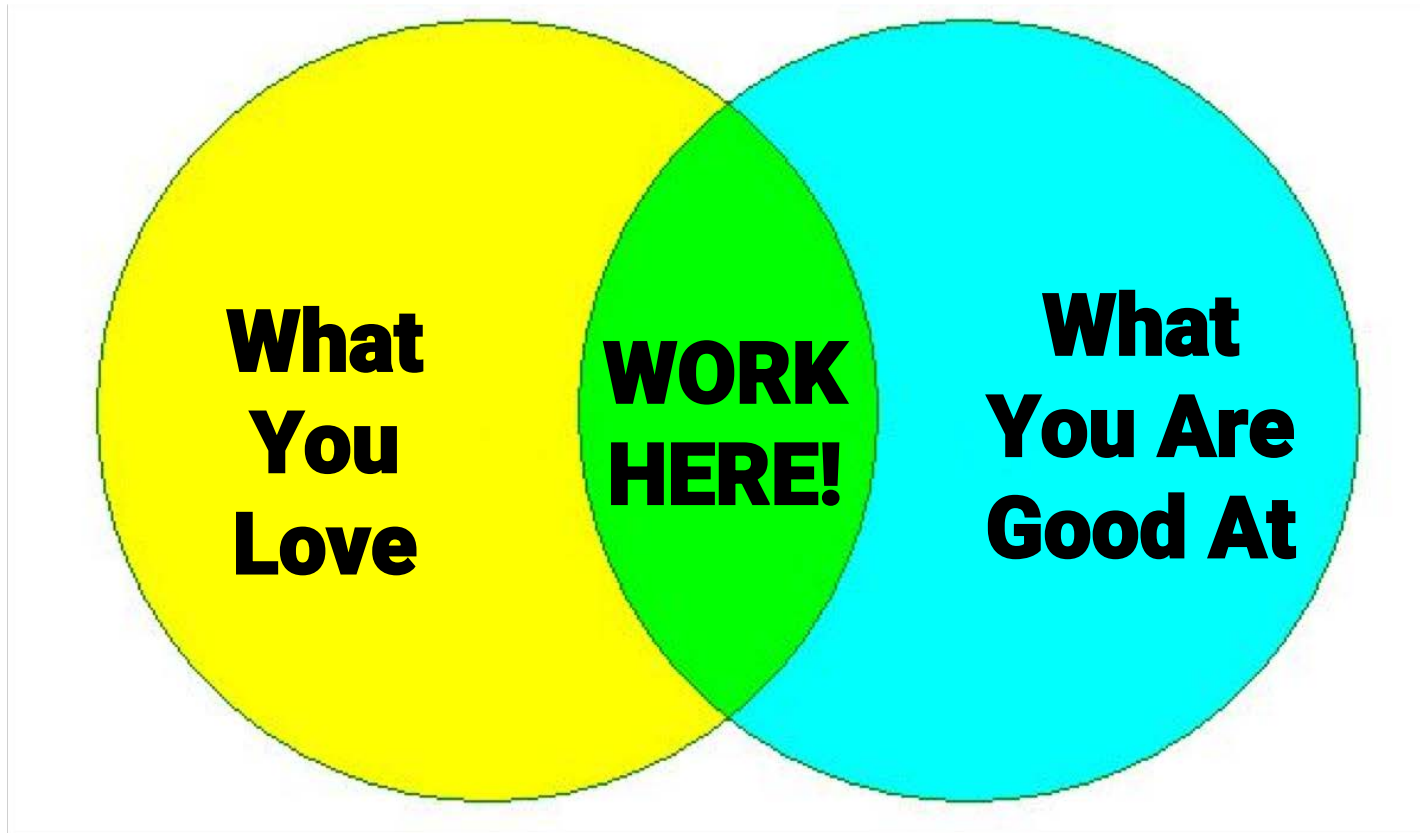




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Delegate the rest.



**Don't reinvent the wheel:
Invest!**



Get rid of your piles.



Try the “Positive Focus” exercise.



Meditation focuses your mind



Q: Have you ever tried
meditation for focus and stress
relief?

Yes

No



Plan tomorrow today.





Google Tasks





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Don't let

Perfection

get in the way of

PROGRESS





Questions?

Email: Susan@WhizBangTraining.com

**Handouts are available at: [FTDi.com/
FTDUniversity/WebinarMaterials](http://FTDi.com/FTDUniversity/WebinarMaterials)**

**Webinar will be available to view at:
YouTube.com/FTDMercuryNetwork**